

Top Reporting Issues for Cities Financial Transactions Report

1. Major variances require footnotes. If there is an overall reporting change, add an explanation in the Comments form. Invalid footnotes will be questioned by staff upon review of Financial Transactions Report (FTR). Simply noting “Correct,” “Confirmed OK,” “Unaudited Number,” or “Preliminary Number” is not acceptable. Indicate what caused the variance (i.e., New AB 1234 law enforcement grant).
2. Prepare a separate form for each internal service fund.
3. If you enter your own enterprise name on the Other Enterprise form, do not use “Other” as an enterprise fund name.
4. Report revenues by the original revenue source, not by how they are used or by which department/fund receives the revenues.
5. The “Other” fields on the revenue and expenditure forms are for items that do not apply to a hard-coded field elsewhere on the form. Review all of the fields on the forms before reporting an item as “Other,” and provide a footnote.
6. On the Statement of Net Expenditures – Governmental Funds – Debt Service, Capital Outlay, and Grand Totals and the Governmental Funds – Major Object Classification form, do not include interest or principal payments for 1911 Act Bonds, 1913 Act Bonds, 1915 Act Bonds, Other Special Assessment Bonds, Mello-Roos Bonds, Mark-Roos Bonds, or Other Nonagency Debt in the Debt Service section.
7. All debt reported must have Principal and Interest payments. If there are no payments, enter zero and provide a footnote to explain why there are no current year payments.
 - Long-Term Debt form
 - Any Certificates of Participation or Lease Revenue Bonds that involve a Joint Power Authority, Public Financing Authority/Corporation, etc., should be reported as a Capital Lease on the Lease Obligations form.
 - Lease Obligations form
 - The Initial Debt Obligation amount should include principal and interest.
 - Report short-term capital leases (more than one year but less than 10 years, e.g., copiers, vehicles, etc.) on the Other Long-Term Debt form as “Other” debt type.
8. We cannot grant extensions. If you are unable to submit your report electronically, contact the Local Government Reporting Section at LGRsupport@sco.ca.gov or (916) 322-9672 for other options. You must submit the signed Cover Page and the U.S. Bureau of the Census form by mail to satisfy filing requirements.